

## December Minutes of Board Meeting Unit 361

**Date:** December 9, 2016

**Location:** Lincoln Park Apts., Denver, CO

**Time:** 6:20 pm

**Attendees:** Jeanne Achziger, Jim Calhoun, Sherry Clint, Margaret Devere, Rick Gardner, Al Kane, Vard Nelson, Nancy Rassbach, Tom West  
District 17 Representative: Jerry Ranney  
Legal Counsel: Forest Clark  
Guests: Wayne Eckerling, Dianne Vanoss

The meeting was called to order by President Margaret Devere.

**Minutes:** November minutes accepted.

**Financials:** P&L Statement: \$900 loss in November as compared with \$3,900 last year. Discussion followed re methods to mitigate losses in the future. Rick suggested raising the entry fee \$1. Margaret will set up a budget meeting to accomplish ways to reduce future deficits.  
Balance Sheet: \$74,000 in assets. Loss comparison for YTD \$7,000 as compared to last year of \$11,000.  
Reports accepted by Board.

**Action Items Review:** **Jim:**  
Mailings sent to 2016 new members. Jim requested reimbursement for costs involved in this task. Margaret will review and accomplish at a later time after verification by Rick.

**Margaret:**  
Tournament notifications via the ACBL e-blast will no longer be necessary as a result of utilizing the Pianola system.  
Margaret spoke with Ruth Pana who indicated she would be willing to help with the audit but that she had not requested to be part of it.  
Results of audit by Carolyn Newcomb: Recommendation that Board utilize Quick Books for tracking expenses against budget, two approvals on expenses- President for committee chairs and committee chairs for committee members.

Minutes should include monies approved for expenditure outside the budget. Margaret recommended awarding free plays to Carolyn, approved by Board. Rob Vetter has agreed to provide I/N tech support. Margaret stated that it would be cost prohibitive to separate out the website administration. Kitty will try to acquire administration ID for our subsite. Margaret distributed a protest letter to the Board addressed to ACBL and signed by herself and Al Kane. She asked the Board to review and respond by Monday.

Rick:

Will speak with Paul regarding clocks and will send him an honorarium as well.

Nancy:

Will compose letter of duties and send to Head Caddy nearer to the date of the Regional.

**Nov. Sectional Results:** Friday night – 5 tables pays for director.  
Ticket lines were long. Bill Michaels has stated he will correct.

**Thank you to Bonnie:** Board approved a collection to pay for a teddy bear for Bonnie. An envelope was circulated for that purpose, and Jeanne will accomplish purchase and delivery to Bonnie.

**Jeanne's** resignation is effective immediately. Board expressed thanks for her service.

**Dianne's** appointment was ratified by the Board.

**Bonnie's** resignation resulted in the appointment of Pam Root to act as Hospitality Chair. Appointment approved by the Board. Jeanne will set up training for Pam.

**Transition:** Sherry's term has ended and she is leaving the board. Wayne Eckerling joined the board. Wayne was elected at the November meeting. The other four candidates were already board members.

**Election of Officers:** President- Margaret Devere  
(Voted on by Board) Vice President – Nancy Rassbach  
Treasurer – Rick Gardner  
Secretary – Dianne Vanoss

Board took a break to have dinner with guests.

Meeting resumed at 8:00 pm.

**Assignment of Committee Chairs:**

Tournament Chair: Al Kane  
Caddy Chair: Nancy Rassbach

Trophies, GNP, NAP, STAC: Jim Calhoun  
Membership Chair & Education: Dianne Vanoss  
Partnership Chair: Vard Nelson  
Hospitality Chair: Pam Root  
Publicity Chair: Tom West  
Budget: Margaret Devere & Rick Gardner  
I/N Tournament & Mentors: Wayne Eckerling

- January:** Discussion of rate for Milt Shioya. Motion accepted to pay him \$129 per session plus \$25 for days in which he works two sessions.  
Friday Night Game: Only seven tables in November. Motion passed to hold fast pairs game in January.  
Margaret has notified members in surrounding units via Pianola.  
Setup: We are responsible to set up tables at Arapahoe Fairgrounds. Chairs will be set up by fairgrounds employees. Al will reserve Thursday at 9:00 am for set up; volunteers include Margaret, Wayne, Jerry, and Vard.  
Kitchen setup is okay for Thursday. Jerry will speak with Pam re delivery of soda.  
Fairfield Suites Hotel near Arapahoe Fairgrounds has contacted Margaret regarding special room rate. Margaret will send notification to directors.
- Budget:** Margaret will set up meeting to include Al, Rick, Dianne, Jerry, and Pam. Wayne asked to be included.
- Site Planning:** Margaret indicated that Jeffco has promised a response to contract negotiations by December 16.  
Discussion of difficulties of negotiating with the Jeffco staff. Forest recommended giving Jeffco more consideration and to schedule a meeting to negotiate better rates, making every effort to stay at this facility. Jim recommended elevating negotiations. Rick agrees to renegotiate with Jeffco. Nancy stated that Board wait to hear from Jeffco on December 16 before making any changes. A consensus by the Board to examine contract to determine if renegotiation or moving is necessary. Margaret will set up a meeting with Jeffco and will include Forest, Al and Jerry.
- March Planning:** Save decision on March and July 2017 until location is decided upon.  
Motion accepted to change team brackets for March to A: unlimited; X: up to 4,000; B: up to 2,000 and to run "under 2000" as bracketed teams. Jim pointed out that this change will require some adjustment in the 299er trophy.
- New Business:** Al requested expenditure to purchase new cards. Complaints from Paul indicating old cards are unusable in the card shuffling machine. Need 13 sets of 36 boards and will also be used for the I/N tournament. Motion passed to provide a \$200 stipend to Supplies Chair to purchase cards, which will allow replacement of a third of our card decks.

Motion passed to allow President to review and approve Membership expenses that went over budget.

Metro Denver has requested that Board hold some meetings at that location. Marg will track ownership of the club. It was pointed out that the current owner cannot necessarily invite the board on behalf of the prospective owner.

**D17 Report:**

Jerry reported that the newly elected rep is Jennifer O'Neill. Rep at large is John Grossman.

Jerry will check with Bonnie Bagley re the point award of the team penalized at the Regional.

Jerry has indicated that he would like to turn over chairing the Regional. Wayne volunteered to train with Jerry.

Vard discussed room guarantee with Jerry.

**Next Meeting:**

January 7, 2017, 10.00 am, House of Cards

**Adjournment:**

Meeting was adjourned by President at 9:13 pm..

Respectfully submitted,

Sherry Clint  
Secretary  
Unit 361

### Action Item List

- Margaret:** Set up Budget Committee meeting  
Review membership expense reimbursement  
Send free plays to Carolyn Newcomb  
Get Board approval of protest letter  
Assist Al with setting up tables at 9:00 am Jan. 12  
Send notification of Fairfield Suites rate offer to directors  
Notify Board of Dec. 16 reply from Jeffco  
Check status of Denver Metro Bridge sale
- Wayne:** Assist Al with setting up tables at 9:00 am Jan. 12  
Set up training with Jerry re Regional  
Budget meeting
- Rick:** Speak with Paul re clocks  
Remit honorarium to HOC  
Budget meeting
- Al:** Reserve Arapahoe facility for 9 am Jan. 12  
Set up tables on Jan. 12  
Purchase \$200 worth of cards to replace worn cards in unit-owned boards  
Budget meeting
- Vard:** Assist Al with setting up tables at 9:00 am Jan. 12
- Jerry:** Assist Al with setting up tables at 9:00 am Jan. 12  
Budget meeting  
Check with Bonnie Bagley re point award of penalized team  
Set up training with Wayne re Regional
- Pam:** Budget meeting
- Dianne:** Budget meeting